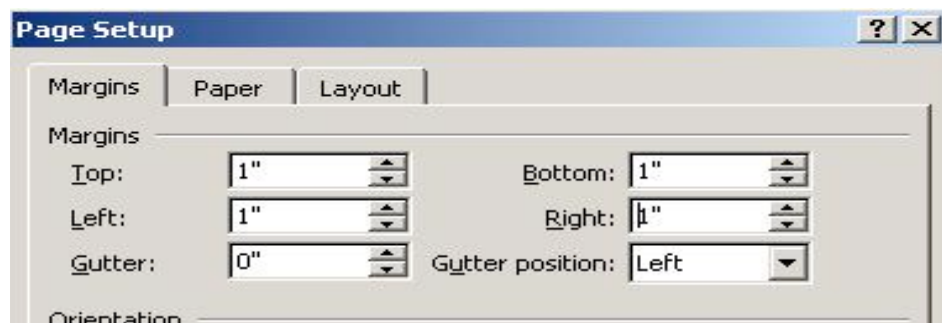


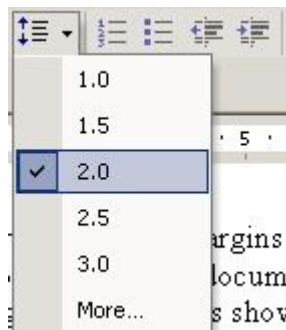
## Using Microsoft Word to Write an MLA Paper

The best source for writing research papers is the MLA Handbook for Writers of Research Papers. A copy is available at the information desk (This book cannot leave the library) Start out by using white 8 ½ by 11 inch paper. The papers in the library's printers are just what you need. Using any other type or color of paper is not permitted.

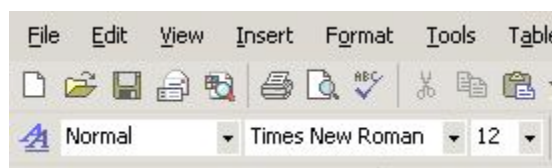
1. Before you start typing, set your margins. MLA requires your margins to be 1 inch top, bottom, left, and right. In Microsoft Word, start a new document and then click **File>Page Setup** from the menu bar. Change the margins as shown below. Be sure you click the OK button at the bottom of this box to accept this change.



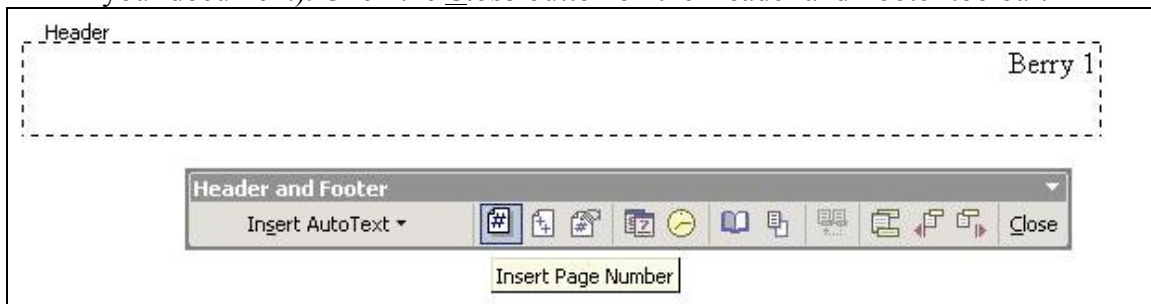
2. Cover Page – not needed in an MLA paper (unless your instructor requires one).
3. Before you start typing, set up the spacing to double space. On the formatting toolbar, select the drop down arrow on the line spacing button and select 2.0.



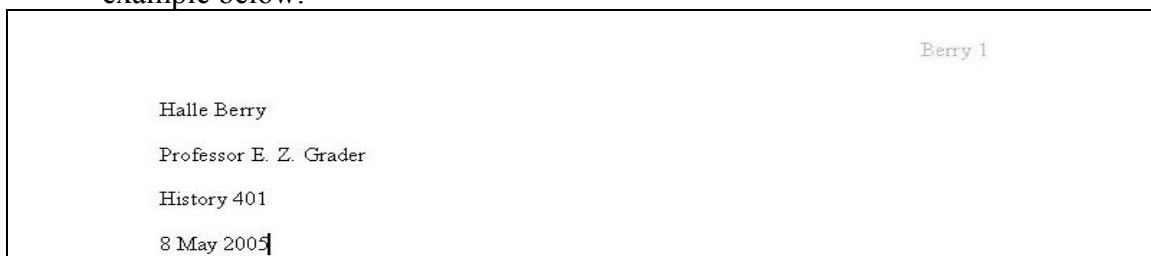
4. From the formatting toolbar, set your typeface to Times New Roman with 12 point type.



5. Your Header must always include your last name and page number. From the Menu bar click View>**Header and Footer**. In the header box shown below, press the tab key twice so your insertion point is on the right side of the box. Type in your last name and press the space bar once. Click the insert page number button on the Header and Footer toolbar (this will insert a page number for every page in your document). Click the **C**lose button on the Header and Footer toolbar.



6. On the top of the first page on the left hand side, you must type in your full name, your instructor's name, the course and the date you submit the paper. See the example below:



7. Your title should be centered just below the date. The title should be centered.
- Do not italicize or underline the title
  - Do not capitalize all letters in a title.
  - Do not capitalize all words in a title, only the first word, last word and all principle words in a title.
8. Save your work to disk after typing in a few sentences. From the menu bar, select **F**ile>**S**ave **A**s. A dialog box appears. Be sure to save it to your floppy disk and give the document a name, then click the **S**ave button.
9. Italics and underlining. Unless otherwise required by your instructor, always use underlining when creating your paper. Underline the title of a publication, words you want to emphasize, or foreign words, except when quoting in another language, the titles of short stories, or poems, or proper names like Sandra López.
- If you are unsure whether a word is foreign or not, see if the word appears in an English dictionary.

10. Foreign words must be typed exactly as they appear in your source. If the word contains extra characters like a tilde, you must type them in as well.

For example, to place an acute in the word **López**, I type the following: **L (Ctrl ') opez**.

Accent	Keys to Type	Letters	Example
acute	<b>Ctrl ' </b>	a, e, i, o, u (and d)	é (and ð)
cedilla	<b>Ctrl , </b>	c	ç
grave	<b>Ctrl ` </b>	a, e, i, o, u, y	è
circumflex	<b>Ctrl Shift ^ </b>	a, e, i, o, u	ê
tilde	<b>Ctrl Shift ~ </b>	a, n, o	ñ
umlaut	<b>Ctrl Shift : </b>	a, e, i, o, u, y	ë

11. Quoting Works – By quoting, you let the reader know that what is written is taken directly from another work. In general use quotation marks around the quote.
12. If what you are quoting is more than four lines, you must indent it by itself by one inch and it must be on a separate line without quotation marks. Type in the text to be quoted and select it. From the Menu bar, select **Format>Paragraph**. Change the **Left** indentation to 1.0 and click OK.

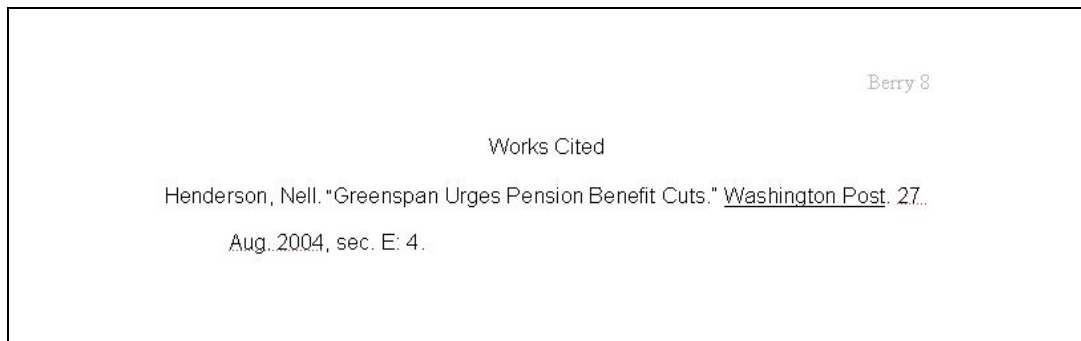
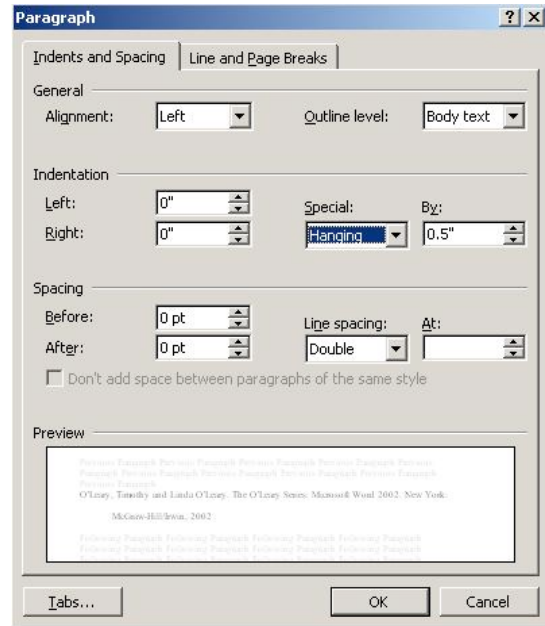
The opening paragraph expresses not only the times, but the mood of the people.

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way

13. In-text citations are used acknowledge the source of your information within your paper. The citation must be in a set of parenthesis with the author's last name and the page number. See the example below.

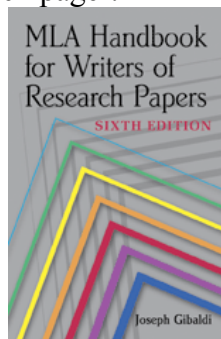
Alan Greenspan, the Federal Reserve chairman has advocated a cut in Social Security and Medicare benefits (Henderson 4). I believe that a cut in benefits will

14. The works cited page is the last page on your paper. This should be a new page and the words "Works Cited" should appear at the top of the page. The title should also be centered.
- Only include works used in paper on your works cited page.
  - Each work should be listed alphabetically by last name.
  - If the citation takes up more than one line, indent the second line. This is called a "hanging indent." To create a hanging indent, first type in the citation and then select (highlight) the entire citation. From the Menu bar select **Format>Paragraph**. A Paragraph dialog box appears. Select Hanging from the **Special:** drop-down box and then click OK.



***This guide is designed to aid you in creating your papers in MLA format. If your instructor wants your papers done different from what is described here, follow your instructor's guidelines. He/she is the one who will grade your paper.***

See pages 320-321 in MLA Handbook for Writers of Research Papers for a good example on how to type your research paper.



## MLA Works Cited Formats

### Book:

Author's name. Title of the book. City of publication: publishing company, year of publication.

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### Magazine: (Print version)

Author's name. "Title of the article." Title of the magazine. Date of publication: page(s).

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### Journal article: (Print version)

Author's name. "Title of the article." Title of the journal. Volume number Date of publication, section: page(s).

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### Newspaper Article: (Print version)

Author's name. "Title of the article." Title of the newspaper. Date of publication, Section: page(s).

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**Online Databases:** (note that you must include the library where you accessed the database, except if you accessed it from home. Also note that you must include the complete web address to the article. If the web address is too long or complicated, give the web address of the database's search page).

Author's name. "Title of the article." Title of the periodical Date of publication: page(s).

Database used. Company who provides the database. Library where you accessed the database. Date you accessed the database <Web Address>.

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**Web Page:** (be advised that a web page or web site may not have all the information needed to make a complete record. For example, the page may not tell you when it was last updated. Create your citation with as much information which is available to you).

Author's name. "Title of the web page." Title of the Web Site. Date created or last updated. The name of any institution or organization sponsoring the Web site Date you accessed it <Web address>.

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### Recommended Web Sites:

<http://www.bccc.edu/metadot/index.pl?iid=2278&isa=Category> BCCC Library Instruction page

<http://www.wisc.edu/writing/Handbook/DocMLA.html> Sample in-text citations

<http://www.easybib.com> Free MLA Works Cited page creator